

Fleet FORUM
Thursday, June 23, 2005

Notes

- **Fleet Audit** – See presentation on the website
- **Utilization** – See presentation on the website.
 - Discussion:** It takes about an hour to get an Enterprise vehicle. Try to plan ahead so that it can be there when needed.
 - The opinion on construction vehicles and Higher Ed are at the governors office.
 - We need to change the “what’s mine is mine” mindset. DFO will be happy to help you try to accomplish this.
- **Take Home** – See presentation and handouts on the website.
 - Agencies need to determine what type the vehicle is using Publication 15-B from the IRS.
 - Side trips and personal vacations are NOT allowed.
 - If a person takes a vehicle for more than 5 days a month, (regardless of which car they take), this would be a commute vehicle.
 - Fleet Focus will give you an authorization number.
 - DFO has the Commute Use Rule on their website.
<http://www.rules.utah.gov/publicat/code/r027/r027-003.htm#T6>
- **Report Cards** – See page on the website
- **Zero Miles and MPG Audits** – see presentation on the website.
 - When entering a new vehicle into the system for the first time, the beginning mileage should be entered into **two** places: Meter Initial Insert and Meter One Reading.
 - There are vehicles in the system that have been there for a long time and things aren’t in correctly. Life to date miles, current month and fiscal mileage.
- **Rate Matrix Adjustments** – see presentation on the website
 - Mileage is very important to the Rate Matrix. The matrix runs in July and January. You will be notified if the matrix is going to affect your rates.
- **VMRS Codes** – See presentation on the website.